

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Clerk Secretary</u>	CLASSIFICATION CODE: <u>02442200</u>
	SALARY RANGE: <u>(B16) 29403-32533</u>	REFERENCE POSITION NO.: <u>5550-10000-1873</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>7/2/2004 - 7/9/2004</u>
	Division/Section/Unit: <u>RI College</u>	GRACE PERIOD ENDS: <u>7/12/2004 at 4:00 p.m.</u>
	Assignment(s) / Comments: <u>ALL APPLICANTS MUST APPLY FOR AND PASS CIVIL SERVICE EXAM WHEN ANNOUNCED.</u>	
	Shift and Days: <u>Mon-Fri 7:45-3:45</u>	Job Location: <u>Henry Barnard School</u>
	Restrictions/Limitations: <u>LTPS to 11-13-2004</u>	
	Position Covered By Collective Bargaining Union Agreement: Yes <u>x</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>Council 94, Local 2879</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** <i>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</i>	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	See attached job specification.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in shorthand, typing and business paractices. Experience: Such as may have been gained through: employment in a responsible secretarial position including difficult or complex stenographic and clerical duties and the independent handling of important but minor administrative details. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: Must submit certificates for Shorthand 100 WPM - 3 minutes - 95% accuracy & Typing 40 net WPM - 5 minutes.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Rhode Island College, Office of Human Resources 600 Mt. Pleasant Avenue, Providence, RI 02908 Attn: Robin Pecunioso, Manager Classified Services	Telephone #: <u>401-456-8443</u> Fax #: <u>401-456-8717</u> TTY/TDD #: <u>401-456-8216</u> (Telecommunication Device for the Deaf)
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE:**CLERK SECRETARY**

Class Code: 02442200

Pay Grade: 16A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as a private stenographic secretary to a director or assistant director of a state department or agency; to relieve such official of important administrative details; to handle correspondence and other routine matters; and to do related work as required.

SUPERVISION RECEIVED: Assignments and instructions are given in broad outline with specific instructions only in unusual or unprecedented situations; only important and/or complicated assignments are reviewed upon completion.

SUPERVISION EXERCISED: May supervise and review the work of a small clerical staff, but normally this class will serve in an advisory or consulting capacity to this staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as a private stenographic secretary to a director or assistant director of a state department or agency by taking and transcribing difficult, complex and at times verbatim dictation, including staff meetings, conferences, hearings, correspondence, speeches and telephone messages; and, as required, to take and transcribe important or confidential verbatim dictation at special hearings, meetings and conferences.

To relieve such official of important administrative details such as:

- arranging his conferences and meetings with other state officials as well as representatives of other public, private, professional organizations; answering all types of verbal and written inquiries of an administrative nature which do not involve complex interpretations of departmental or agency policies and procedures; and

- reviewing correspondence, memoranda, statements, forms and records for content and compliance, with administrative policies and procedures, signing all such documents as authorized on his behalf.

To be responsible for routine office matters such as:

- composing, independently, all kinds of correspondence not requiring administrative judgement and interpretation of the policies and rules and regulations of the department or agency and signing such correspondence;

- obtaining information or material needed by the department or agency head in answering correspondence, conducting telephone conversations, preparing speeches or in formulating new methods or procedures;

- initiating and receiving personal and telephone contacts with the responsibility of making appointments, answering requests for administrative information, interviewing callers and referring them through the proper channels and conferring with other employees in the department or agency to solve problems relating to coordination of work and other matters in order to relieve the administrative official of as much detail as possible; and maintaining confidential departmental or agency files.

As required, to supervise and review the work of a small clerical staff or act in an advisory or consulting capacity to this staff.

To perform other routine clerical tasks incidental to the work of the office.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of office methods, practices, procedures and terms; a thorough knowledge of business English; a high degree of skill in taking and transcribing complex or technical dictation,* including verbatim dictation as required, and to type** from rough draft or plain copy; a working knowledge of commercial arithmetic; the ability to handle, independently, routine but important administrative details including the composition of important letters and memoranda without dictation; the ability to exercise a high degree of initiative and judgement; the ability to understand and follow complex written or oral instructions; the ability to establish and maintain effective working relationships with other state departments or agencies, public and private organizations and departmental or agency personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in shorthand, typing and business practices; and

Experience: Such as may have been gained through: employment in a responsible secretarial position including difficult or complex stenographic and clerical duties and the independent handling of important but minor administrative details.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

* Note: 100 WPM - 3 minutes - 95% accuracy

**Note: 40 net WPM - 5 minutes

Class Revised: February 21, 1993

Editorial Review: 3/15/2003